Contractor Safety Handbook

For contractors, sub-contractors and their employees (2014)
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For contractors, sub-contractors and their employees

Current version: 2014

This booklet accompanies the University’s policy on Contractor Safety and Health and should be read in conjunction with the policy. The purpose of this booklet is to provide contractors, sub-contractors and their employees with information on safety, health and appropriate conduct at the University.

Every effort has been made to explain the local site rules and legal obligations of contractors, sub-contractors and their employees whilst working at the University. It is the contractors’ responsibility to abide by relevant work health and safety legislation and ensure that they operate in a manner that does not endanger or cause harm to themselves or others.

The guidelines in this booklet must be followed by all contractors, sub-contractors and their employees and be applied according to the scope and nature of the work that is to be undertaken.

For further information about health and safety at the University please contact the University Campus Management safety officer on 6488 5662.

For further information on contractor safety at UWA please visit safety.uwa.edu.au/topics/contractor-safety
Definitions

Contract
The contract pursuant to which particular works are to be performed by the Contractor.

Contractor
A person or people, partnership or corporation other than an employee of the University that provides goods or services to the University. The Contractor is responsible for supervision of works undertaken as specified in the Contract.

Contractor Administration
Address: Ken & Julie Michael Building, 7 Fairway (Corner Cooper St) Nedlands WA, Phone: 6488 2009

Hazard
Something that has the potential to cause injury or harm to any person or property.

CM Help Desk
Campus Management Help Desk 6488 2025

Nominated Officer
People nominated to the contractor as the representative of the University for the purposes of the contract work or the supervisor of the works where no contract is involved.

Worksite
A place(s) as defined in the contract where the contractor, sub-contractor and their employees are required to perform the task(s) specified in the contract.

Works
The whole of the work to be executed in accordance with the contract, including variations arising out of the contract, which by way of the contract is to be handed over to the University. For smaller work this contract may take the form of a purchase order.

For further information about contractor safety at UWA, including access to the policy, handbook, Worksafe links, permits, hazard reports and incident injury forms visit www.safety.uwa.edu.au/topics/contractor-safety
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1. Responsibilities

The contractor must, so far as is practicable, provide and maintain a working environment in which people are not exposed to hazards. In particular, contractors shall:

- provide a safe workplace and safe systems of work so that as far as practicable, they, their sub-contractors, employees and others are not exposed to hazards;
- provide their sub-contractors and their employees with information, instruction, training and supervision to enable them to work in a safe manner;
- consult and co-operate with their health and safety representatives in matters related to work health and safety;
- provide adequate protective clothing and equipment to their sub-contractors and employees where hazards cannot be eliminated;
- ensure plant is compliantly installed or erected so it can be used safely.
- provide current certification for operation of cranes, forklift trucks, motor vehicles (including motor cycles), front-end loaders, elevated work platforms and other equipment.

Planning approval from Campus Management is required before any alterations to University buildings or services infrastructure can commence.

Instructions to sub-contractors and employees

Contractors shall instruct their sub-contractors and employees concerning worksite health and safety at the University.

Construction safety awareness training

It is a WorkSafe WA requirement that any person undertaking construction work must have completed an approved construction safety awareness training course and be in possession of a current training card. This card is commonly referred to as the white card. This card must be carried by all people working and accessing UWA construction sites. Failure to do so will result in the person being requested to leave the building site area immediately and may result in enforcement action by WorkSafe WA.

Construction work is defined in the Occupational Safety and Health Regulations 1996 (Regulation 1.3) as meaning:

a) the construction, erection, installation, alteration, repair, maintenance, cleaning, painting, renewal, removal, excavation, dismantling or demolition of, or addition to, any building or structure, or any work in connection with any of those things, that is done at or adjacent to the place where the building or structure is located;

b) work on which a hoisting appliance or any scaffold or shoring is used or intended to be used;
c) work in driving or extracting piles, sheet piles or trench sheet;

d) work in laying any pipe or work in lining pipe that is done at or adjacent to the place where the pipe is laid or to be laid;

e) work in sinking or lining or altering, repairing, maintaining, renewing, removing or dismantling a well or borehole;

f) roadworks, earthworks or reclamation;

g) work in laying an underground cable that is done at or adjacent to the place where the cable is laid or to be laid.

**Project or operational safety management plans**

A project or operational safety management plan is written documentation detailing the health and safety policies and procedures that the contractor, sub-contractors and their employees are required to adhere to in relation to their business or undertaking on behalf of the University. Details of the safety management plan may vary depending on the complexity of the work and will be judged for adequacy and completeness on submission. As a minimum, it must be specific to the University and all work undertaken must have the hazards and risks managed. It should include a specific health and safety risk register that is relevant to its business or undertaking on behalf of the University in accordance with the AS 4801:2004 Occupational Health & safety Management Systems. The nominated officer shall make this determination and seek assistance as required. The safety management plan is required prior to the commencement of the works.

**Job safety analysis**

Job safety analysis (JSA) is a documented risk management tool which involves breaking a task into steps, identifying the hazards that exist with each step and determining the actions required to control the risks associated with each hazard.

The purpose of a JSA is to ensure that sufficiently skilled manpower, fit for purpose of plant/equipment and materials/resources are allocated for a task and all persons ultimately involved are aware of and follow a safe system of work.

A JSA shall be completed at the site where the work is to be conducted with participation from all people who will be involved in the task.

JSA’s will generally have the following information included:

- Company name
- JSA number
- Job or task name
- Date JSA is conducted
- Name and signature of person preparing the JSA
- Name and signature of persons who have reviewed the JSA
- Names of all participants involved in the task
- Steps involved in conducting the task
- Hazards associated with each of the steps
- Control measures required to eliminate or reduce the risk associated with each of the hazards
Participants to sign the JSA to confirm understanding and compliance.

JSA’s must be reviewed and authorised by the nominated officer prior to work commencing.

All people must be familiar with the requirements of the JSA and if in any doubt they must not attempt the task until clarification is obtained.

Examples of JSA’s can be found at www.safety.uwa.edu.au/policies/job_safety_analysis

Start-up meetings
A meeting between the contractor and their representatives, nominated officer and other University representatives should be held to ensure all parties are fully informed of the requirements and undertakings prior to the commencement of works.

Personal protective equipment
The contractor and sub-contractor are responsible for the provision of appropriate personal protective equipment (PPE) for themselves and their employees. PPE is to be appropriate for the particular hazard to which the person is exposed and shall comply with current statutory or Australian Standards specifications.

Breaches of safety
In the event that a contractor, subcontractor or their employees are observed or reported to be operating in an unsafe manner, then the matter should be referred to the nominated officer for investigation. The contractor will be advised and is required rectify safety breaches immediately.

The nominated officer may instruct the contractor to cease work until the situation has been rectified and the work area and/or procedures are considered safe. Non-compliance with the nominated officer’s instructions or failure to comply with the requirements of this handbook may result in:

- termination of the contract due to a breach of contract
- reporting to WorkSafe WA, depending on the severity of the breach.

Should the University receive three reports of non-compliance in a 12 month period, the contractor may be removed from the University’s contractor panel.

2. Documentation requirements

Insurance
Copies of insurance policy documents must be submitted to The Manager, Contractor Administration via email at contractor-cm@uwa.edu.au prior to commencing work.
The University requires:

- current Workers’ Compensation Insurance Policy
- current Public Liability Insurance Policy (minimum $20 million)
- current Professional Indemnity Insurance Policy (minimum $5 million) – required for consultants only
- policy Wording for public liability insurance
- details of any prosecutions under safety or related legislation.

It is the contractor’s responsibility to advise the University of any changes and to send an updated copy of the Insurance policy documentation and certificate of currency on expiry to contractor-cm@uwa.edu.au

Safety induction

All contractors, sub-contractors and their employees must have completed the University’s contractor safety induction prior to commencing work on any University site. The induction program is available at www.safety.uwa.edu.au/induction-and-training/courses/contractors-induction

The cost of the contractor safety induction is $22 which is payable online by the contractor administrator prior to commencement of the induction. Payment is only accepted by credit card.

The induction will conclude with an assessment. A pass of 85 per cent must be achieved for a temporary UWA contractor safety induction card to be issued, which can be printed by the user.

The inductee must then attend the University to collect their photo bearing induction card prior to commencing work at the University. Induction cards can be collected from the Campus Management Contractor Administration Monday to Friday between the hours of 7am and 5pm.

The personal UWA contractor safety induction card is valid for three years and must be presented when signing in at Campus Management Contractor Administration and carried at all times by the contractor when working on a University site. If a contractor is unable to produce the card on request they will be asked to leave site.

For further information or assistance, contact Contractor Administration on 6488 5588.

Sample pre-start safety checklist

The following is a sample checklist which details the safety documentation that must be completed and provided to the nominated officer at the commencement of each new job at UWA sites.

Pre-start checklist

- UWA contractor safety induction card
- Construction safety awareness training card
- Safety Management Plan
- Job safety analysis
- Safe work method statements
- Current operational certification (personnel) and certificates (as required)
- Material safety data sheets (as required)
Relevant permits
Construction sign
Parking permit applications
Insurance requirements

Completed works checklist
The following (as applicable) must be submitted to the nominated officer upon completion of the works:
- As constructed drawing or as installed drawings
- Completed permits to work
- Supply authority certificates for any electrical work

3. University procedures

Arrival at the University
All contractors, sub-contractors and their employees (unless advised otherwise by the nominated officer) shall report to the contractor administration upon arrival at the University to sign in and obtain relevant permits before commencing work.

Identification and keys or access cards
All contractors, sub-contractors and their employees are required to display adequate identification (e.g. clothing with company name and/or name tags) whenever they are on University premises. Keys or access cards should be arranged with the nominated officer. Keys or access cards collected from contractor administration must not be exchanged or kept overnight.

This requirement may be altered at the discretion of the nominated officer or as a condition of the contract e.g. for separately controlled worksites on University sites. Records will be kept for all keys or access cards issued and returned.

Keys and access cards supplied by contractor administration must be returned to contractor administration prior to 5pm Monday to Friday.

Keys and access cards supplied by UWA security must be returned to UWA security prior to 4pm daily.

Lost keys/cards
A replacement fee applies for all lost safety induction cards, access swipe cards or keys.

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Completed contract work
When the contracted work is completed, the contractor is required to notify the nominated officer so that a final inspection may occur to ensure that all the works are concluded in accordance with the contract.

The contractor and its employees are to ensure that the designated work site is left free from hazards and health and safety risks and that waste materials are removed from the site.
Should there be refuse or waste left onsite at the completion of the works, the contractor will be required to remove the waste at their own expense.

If this does not occur, the contractor will be back charged for the removal of the material and may be removed from the University’s contractor panel.

**Vehicles on site**

Due to the significant demand on parking, the University is unable to satisfy all requests for contractor parking bays, particularly in regard to major building projects. Stores and equipment may need to be unloaded and the vehicle relocated to a paid parking area.

Permit bays are managed between 7am and 5pm Monday to Friday. After hours and during weekends, permit and paid parking bays are available for general use at no cost, however, reserved bays including disabled bays are reserved at all times. Service bays are available for service and delivery vehicles on official University business only. Unmarked vehicles must display a company business card on the dash board of the vehicle.

All vehicle access to the inner campus, including worksites, must comply with the University’s vehicle access and parking procedures. Parking permits and access must be negotiated and obtained through Unipark Office on 6488 1229. For further information visit www.transport.uwa.edu.au.

Requests for access to the inner campus must be made via the nominated officer who will contact Unipark or security.

University issued parking authority permits are available from Unipark for purchase by service personnel and contractors. These permits authorise the holder to park primarily in red permit bays and if required access to the inner campus. Parking permits must be clearly displayed on the dashboard of the vehicle at all times. Deliveries and pick-ups to and from the work site must also be arranged in consultation with the nominated officer.

The ‘Stop’, ‘Crosswalk’ and ‘Speed limit’ signs on campus roads must be obeyed at all times. The speed limit on campus is 25 kilometres per hour, unless otherwise indicated. If authorised to drive a vehicle on the inner campus, the maximum speed is walking pace with hazard lights operating at all times.

Contractor vehicles must not obstruct roads, driveways and escape routes from buildings or access to fire protection equipment. Driving or parking on lawns or gardens is not permitted. Fines will be imposed for illegal parking.

The use of mobile phones by drivers on both the inner campus and roads is strictly prohibited.

**Security**

In the event of an emergency such as a gas leak, toxic spill, fire, medical emergency,
personal threat or assault phone the UWA Emergency Number on 6488 2222 which is operational 24 hours a day.

UWA Security has direct contact with emergency services and will co-ordinate the University response in these situations including evacuation and notification of key personnel.

Other matters such as theft, vandalism or suspicious behaviour must be reported to UWA Security at the time it occurs on 6488 3020.

**Working after business hours**

Contractors, sub-contractors and their employees needing to access the University after work hours (i.e. before 7am and after 5pm on weekdays and on weekends, public and University holidays) should contact their nominated officer within a reasonable time of requiring access. The nominated officer will make arrangements with UWA security for access to the site and inform the contractor of these arrangements.

Requests for access directly by contractors will not be approved. Contractors, sub-contractors and their employees working outside of usual work hours are required to liaise with the nominated officer and must report to UWA security upon arrival and departure from campus.

**Work site organisation and practice**

The contractor is responsible for security, housekeeping, cleanliness and hygiene at the work site. All material required on site must be stored safely within the boundaries of the work site.

**Connection of University services to work sites**

All services required by a contractor at a work site such as data/communications, water, electricity, gas and sewerage can only be connected after agreement with the nominated officer and Campus Management Planning and Design Services.

Connections must be made in accordance with the appropriate statutory requirements and to the satisfaction of the nominated officer and Campus Management.

**Services location**

The contractor is responsible for identifying all existing public services affecting the work site including carrying out Dial 1100 Before You Dig.

The nominated officer is responsible for identifying UWA installed services in consultation with the contractor.

**Services isolation**

Services on campus must not be turned off without prior consultation with the appropriate technical officer from the University’s Campus Management team.
The cost of repairing any damage caused to experimental or other equipment because services were turned off without prior approval will be borne by the contractor.

Before isolating any service such as electricity, gas, water, data or communications, the contractor must obtain an approved permit through the nominated officer. Existing services to University premises must not be shut down, disconnected, isolated temporarily or in any way altered without prior approval of the nominated officer and/or contractor administration.

Interruptions to services are to be kept to a minimum and only at times agreed to with the University. Contractors must ensure that all tagging is removed at the completion of the works.
Designated hazardous areas / restricted areas

The University has designated hazardous and restricted access areas. Unauthorised entry into these areas is strictly prohibited. Where it is necessary to enter a designated hazardous or restricted area the nominated officer will make the necessary arrangements prior to the commencement of works and appoint a point of contact for the contractor for this area.

It is the contractors responsibility to liaise with the nominated school/section staff prior to commencement and on completion of works. Additional and specific training and instruction may be required. Individual pieces of equipment, e.g. a fume cupboard, may also be classified as restricted.

Permits

The University requires all head contractors to attend a start-up meeting with the nominated officer and safety officer prior to the commencement of any work on a University site.

The head contractor must be in possession of a UWA purchase order prior to the commencement of any work on a University site.

Head contractors and sub-contractors must apply for a permit for hot work (e.g. welding, angle-grinding, demolition and naked flames), confined space entry and electrical (high voltage) work.

All relevant permits must be obtained from the nominated officer or Contractor Administration. These permits provide evidence that authorisation has been given to commence work and must be carried at all times.

For further information please visit www.safety.uwa.edu.au/management/permit-work/permit-docs

Electrical work procedure

All electrical work must be carried out by UWA approved contractors in accordance with statutory and UWA requirements.

The contractor must provide an electrical safety certificate for all electrical work completed.

For notifiable works, a copy of the supply authority preliminary notice and notice of completion must also be provided.

Copies of these documents must be provided to the UWA electrical supervisor who can be reached on 6488 2016 or to the UWA technical officer electrical on 6488 5917.

Any electrical work requiring access to high voltage areas must have prior documented approval from the UWA electrical supervisor or the UWA technical officer electrical before any work commences.

University in-house electrical staffs are required to record all electrical work in the UWA site electrical log book.
Any installation defects should be reported to the UWA technical officer electrical or the UWA Electrical Supervisor.

Electrical incidents and shocks must also be reported immediately the UWA electrical supervisor or the UWA technical officer electrical. After hours reports must be made to UWA parking and security on 6488 3020.

**Plumbing work**
Plumbing and gas contractors must provide a preliminary notice or notice of completion certificate to the plumbing supervisor who can be contacted on 6488 2014.

**Site boundaries**
Work site boundaries may be specified in the contract or through an agreement between the nominated officer and the contractor in accordance with UWA policies and procedures. Work sites must be clearly defined with an agreed site boundary. Boundaries must be erected prior to work commencing.

Work sites designated as restricted areas are required to have notices displayed in accordance with the Australian Standard 1319 for warning signage. It is the contractor’s responsibility to ensure sufficient signage is displayed.

The boundaries will be constructed according to the circumstances and nature of work taking place and must include fixed fence panels, barricades, warning signs and other agreed methods. Star pickets and bunting must not be used. Work involving mobile plant, excavations, penetrations, hot works, work with electricity, working with hydraulics, working at heights, use of hazardous power-tools and crane lifts must have panel fencing.

If work is being undertaken in a pedestrian area, hazard warning signage or traffic cones must be used to warn pedestrians.

In determining worksite boundaries every effort shall be made to minimise disruption to the normal activities in the area whilst ensuring the health and safety of the University’s community and the contractor, sub-contractors and their employees. Any damage caused by the contractor outside the designated worksite must rectified to the satisfaction of the nominated officer and the UWA grounds manager.

Where a building doorway, passageway, entrance or exit is affected by works, alternative routes must be provided, signed for, and notice given to the nominated officer, building occupants and users. Where practicable alternative routes should allow for people with disabilities.

**Maintenance of tools, machinery and equipment**
Tools, machinery and equipment used for the contract work must be supplied by the contractor or sub-contractor. All tools, equipment and machinery must be adequately designed for the task, maintained and in good condition, fitted with safeguards and inspected in accordance with appropriate statutory requirements or standards.
All electrical tools, appliances and extension leads must be tested every three months and have current electrical safety tags.

All portable electrical devices shall be residual current device (RCD) protected and have up-to-date test tags.

Electrical leads in access ways that create a potential hazard must be made safe, kept off the ground where possible, and in a safe location.

The use of explosive powered tools on the University’s premises must be in accordance with the WA Occupational Safety and Health Regulations.

**Fire protection**
The contractor, sub-contractor and their employees are responsible for fire protection at the work site, in accordance with the AS2444 and the Building Code of Australia.

This includes the provision of fire fighting equipment and familiarity with the operation of this equipment. UWA fire fighting equipment is not to be used.

Examples of fire protection equipment are:
- Fire blankets;
- Fire extinguisher (appropriate to the hazard e.g. CO2 for electrical hazards).

Isolation of fire detection systems must be identified on your permit to work application and submitted to Contractor Administration office 6488 2009 at least 24 hours before commencement of work.

Works including demolition or excessive dust will require the removal of smoke detectors for the period of the contract. The removal and replacement of smoke detectors must carried out by the contractor.

All University portable and extendable fire fighting appliances (e.g. hose reels and hydrant points) must be left at their designated locations with unobstructed access and are not to be used by contractors.

The contractor, sub-contractor and their employees must:
- abide by all permits and the University policy on smoking
- not use heat sources or ignition devices in and near areas where there are flammable and combustible materials
- know how to raise the alarm by calling Security on 6488 2222
- maintain standards of housekeeping which prevent the accumulation of combustible or flammable materials
- store and use flammable liquids and gases appropriately and in accordance with safe operating procedures
- store combustible materials where they are unlikely to be ignited or contribute to the spread of fire
- maintain equipment so that the buildup of heat or spark discharge is eliminated.
If a minor fire occurs and is extinguished during works, the incident must still be reported to the nominated officer and UWA security by phoning 6488 3020. For fire and emergency service attendance please contact the UWA emergency number on 6488 2222.

4. Specific work practices

Asbestos
Any work on or near asbestos will require a work area permit to be obtained before commencement of works. The nominated officer is responsible for obtaining this permit and advising the contractor or sub-contractor of the location of known asbestos at the work site. The contractor will be provided with the UWA asbestos register. If the contractor finds any other suspected asbestos material at the worksite it should be brought to the attention of the nominated officer who will determine a course of action in accordance with the UWA Waste Management: Asbestos Management Policy.

A copy of the UWA asbestos surveys 2013 is available for viewing at the Campus Management Contract Administration desk.

For further information please visit www.cm.uwa.edu.au/staff-services/policies/procedures/asbestos

When working near asbestos or when the contract involves the removal of asbestos material, contractors, sub-contractors and their employees must comply with the UWA Asbestos Management Policy and safe work procedures.

A copy of this policy is available from the nominated officer.

Contractors, sub-contractors and their employees must not disturb asbestos containing material unless they are a licensed asbestos removalist and have implemented an approved asbestos removal control plan.

Disturbance is defined as anything that could result in fibres being released into the respirable atmosphere. This can include but not limited to direct cutting, grinding, sanding, buffing, drilling, breaking, crushing, exploding or using high pressure equipment on asbestos containing materials (ACM). If there is any doubt whether work may disturb ACM, an accredited asbestos assessor must be engaged to conduct a risk assessment.

All removals and demolition work involving ACM must be undertaken by a licensed asbestos removalist in accordance with the National Code of Practice - How to Safely Remove Asbestos.
Workplace hazardous substances and dangerous goods

Contractors or sub-contractors must supply copies of material safety data sheets (MSDS) to the nominated officer for any chemicals or hazardous substances that they bring onto University property. They must also provide details of the quantity in their possession whilst on University premises. The requirements of the WA Occupational Safety and Health Regulations in relation to hazardous substances and the WA Dangerous Goods Act in relation to dangerous goods must be adhered to at all times, including proper handling, labelling and storage. All chemicals must be stored correctly and labelled. Safety data sheets are to be maintained on site for all chemicals.

Small quantities of flammable liquid, for example solvent based paints and enamels, may be kept near the point of use, provided that:

- suitable sealed containers with a maximum capacity of 20 litres are used
- no open flames or spark generating equipment are in the vicinity
- adequate fire protection equipment is at hand.

Where chemicals are identified as hazardous, a risk assessment must be completed.

Cylinders of flammable and non-flammable compressed gases may be taken on site for use (e.g. oxy-acetylene sets or fuel for LPG forklift trucks). Spare cylinders must be stored in accordance with the provision of the Dangerous Goods (Storage and Handling) Regulations. Oxy-acetylene cylinders are not permitted to be carried over the shoulder. All cylinders must be secured to a trolley at all times when in use and spares must be kept in a safe location.

The storage of larger quantities of flammable liquids at the work site should be avoided. Turpentine, thinners and methylated spirits should be stored in an appropriate container with lid. Where contractors or sub-contractors vehicles and machinery are refueled on site from drums or tanks, the storage and fire protection must meet all statutory requirements. Approval for storage of flammable or combustible liquids must be obtained from UWA Safety, Health and Wellbeing by phoning 6488 3938.

Excavation and trenching

Any excavation and trenching work on University premises must be carried out in accordance with the provisions of the WA Occupational Safety and Health Regulations 1996 (regarding excavation and trenching operations) and WorkSafe WA Code of Practice: Excavation.

Underground surveys should be undertaken by the contractor or sub-contractor to identify underground obstacles, including public services. Prior to excavations commencing you must dial 1100 before you dig. Any underground obstacles identified must be brought to the attention of the
nominated officer before work continues should be used to identify the course of action.

The nominated officer is required to provide the contractor with the current as constructed services drawings of the area to be excavated prior to the works.

Obstacles identified in the underground surveys must be included in the as constructed drawings which are provided to the nominated officer on completion of the work.

Working in confined spaces
All work in a confined space is required to have a confined space entry permit which can be obtained from contractor administration. Confined space areas are identified with signage across all UWA sites and in the confined space identification register.

The term “confined space” is defined in the WA Occupational Safety & Health Regulation 1996, Part 3- Division 8 (amended December 1999). If you are unsure about an area, please contact the nominated officer.

Confined space is defined in the regulations as an enclosed or partially enclosed space which:
- has restricted means of access and egress
- is not intended as a regular workplace
- may have inadequate ventilation or an atmosphere with potentially harmful contaminants
- may have unsafe oxygen levels.

Examples may include, but are not limited to, pipes, vats, pits, excavations, silos, boilers etc. Confined space entry occurs when a person has their head or upper body within the space. Confined space entry is also applicable if a person is periodically within the space or if their head is below the ground (i.e. trenching).

Contractors who are involved in working in confined spaces must ensure compliance with the WA Occupational Safety and Health Regulations Division 8 and Australian Standard 2865 and the UWA confined space permit to work requirements.

For further information please visit www.safety.uwa.edu.au/management/permit-work/permit-docs

Working at heights
A person is considered to be working at heights in accordance with WA Occupational Safety and Health Regulations 1996, Part3, Division 5, 3.55 and the Safe Work Australia code of Practice Managing the Risk of Falls at Workplaces.

Contractors must supply a JSA to the nominated officer before commencement of works.

All working at heights which requires use of a harness must be performed by people
with a current work safety at heights certificate and two or more people must be present.

All mobile scaffolding must have a safety hand rail with a minimum height of 900 millimetres above the working platform, but no greater than 1100 millimetres.

All ladders must comply with relevant Australian Standards and be positioned and used as described in the WorkSafe WA Code of Practice: The Prevention of Falls at Workplaces. For example:
- The ladder must be placed on a firm and level ground and must not block doorways or traffic ways or be placed against windows.
- The ladder should be placed so the pitch of the ladder is at a horizontal to vertical slope ratio of 1:4
- Ladders should extend one metre above the landing point and be tied off if a ladder is placed in front of a doorway.
- The door must be locked and a warning sign displayed.
- Damaged ladders must be taken out of service and repaired or removed from the worksite.
- Hard hats must be worn by all contractors on site if any person is working at heights.

All necessary precautions must be taken by the contractor to protect people and property from falling objects, debris and tools before overhead work commences and at all times during work.

**High risk work licensing**

Scaffolds and scaffolding equipment must be in accordance with AS/NZS 1576, WA Occupational Safety & Health Regulation 1996 / Section 3.72 Inspection and marking of certain scaffolds and:
- a qualified person must undertake the erection and inspection of scaffolds before the scaffold is used, after alteration or repair and at least every 30 days
- the area around the scaffold must be kept clear;
- warning signs must be in place to prevent unauthorised access.

A person requires a high risk work (HRW) licence to perform:
- **Scaffolding** – basic, intermediate and advanced
- **Rigging work** – dogging, basic, intermediate and advanced rigging
- **Crane and hoist operation** – tower, self-erecting tower, derrick, portal boom, bridge and gantry, vehicle loading, non-slewing mobile, slewing, materials hoist, boom-type elevating work platform, vehicle mounted concrete placing boom
- **Forklift operation** – forklift trucks, order picking forklift trucks
- **Pressure equipment operation** – basic, intermediate and advanced boiler operation, turbine operation, reciprocating steam engine operation.
Work affecting the comfort and safety of others
The nominated officer and health and safety representatives must be consulted when changes to the work site affect the health and safety of occupants in the buildings. This is a legislative requirement.

Where there is the possibility that dust, noise, vibration, fumes or other emissions from a work site will affect other people at the University every effort must be made to:
- plan for the work to be undertaken when people are not in the vicinity
- control the emission at its source
- contain the emission within the work site
- remove people from the vicinity until the work causing the emissions is completed.

Contractors and sub-contractors are required to inform the nominated officer if concerns are raised.

5. Conduct

Alcohol and substance misuse
The University’s land -by-laws prohibit the consumption of alcohol on UWA property without a permit from parking and security.

The consumption of or being under the influence of drugs and alcohol while working is prohibited and will result in disciplinary action being undertaken.

No one is permitted to work on a University site if their ability to perform their job is impaired by fatigue, illness, medication, alcohol or drugs that might subject them or others to risk or harm.

If you are taking prescribed medication that may affect your ability to safely perform your duties, you must notify your manager or supervisor before you start work.

Smoking policy
The University of Western Australia provides a smoke free environment for its employees, students, contractors and visitors.

Smoking is prohibited on all of the University’s buildings, properties and workplaces.

Dress code
Contractors, sub-contractors and their employees are required to maintain a neat and tidy appearance in keeping with the standard of dress assumed by the University’s campus management staff. Singlets must not be worn. T-shirts with logos that could offend or are discriminatory are not appropriate.

The University has the right to approach contractors, sub-contractors and their employees if their dress style is not in keeping with University standards.
Equal opportunity and anti-discrimination

The UWA equal opportunity policy does not tolerate discrimination or harassment in any form. The University is proud of its diverse population of staff and students and actively promotes a workplace of respect and inclusivity. Through the WA Equal Opportunity Act and associated legislation it is illegal to discriminate or harass someone because of their race, colour, ethnicity, national origin or nationality, descent, sex, pregnancy, marital status, age, sexual orientation or gender history, family responsibility, family status, political conviction, religious belief, disability or medical condition.

Contractors, sub-contractors and employees need to be aware of the University’s stance and abide by the equal opportunity policy. If the contractor, sub-contractor or one of their employees wishes to lodge a grievance relating to their experience at the University they should contact their nominated officer or UWA equity and diversity by phoning 6488 3873.

Harassment

The University is committed to maintaining a work and study environment that is free from sexual, racial or disability harassment in accordance with the UWA Guidelines for Conduct in the Workplace.

Sexual harassment

Sexual harassment covers a range of behaviour that include verbal, visual or physical affront of a sexual nature to a person. Sexual harassment is behaviour that is conducted with a sexual component and is unwelcome, unsolicited and unreciprocated.

Sexual harassment includes, but is not limited to:
- unwelcome verbal comments of a sexual nature
- uninvited and deliberate physical contact
- gratuitous display of sexually explicit written material, audio-visual materials or computer images
- offensive gestures or actions of a sexual nature, including ‘wolf whistles’
- subtle or explicit demands for, or offers of, sexual favours
- sexual jokes, offensive sexual comments, innuendos or propositions.

Sexual harassment is a serious issue and will not be tolerated by the University. The contractor is responsible for ensuring that their employees and sub-contractors do not subject people at the University to any form of sexual harassment.

Racial harassment

Racial harassment includes threats, abuse, insults, taunts and other forms of hostility that are directed to someone because of their or their relative or associates race, nationality, skin colour, ethnicity, accent, etc.

Examples of racial harassment include:
- displays of offensive racist posters, cartoons, calendars, graffiti, screen savers
• racist telephone calls or email messages
• racist name calling, deliberate gestures, jokes or mimicking accents.

Other forms of harassment
Other forms of harassment may take similar forms to that described for sexual or racial harassment. Repeated, unprovoked, derogatory or ridiculing comments, asides and remarks regarding a person’s age, disability or medical condition, their religious beliefs and practices, political views, sexual orientation or gender identity are a breach the UWA Guidelines for Conduct in the Workplace.

The contractor is responsible for ensuring that their employees and sub-contractors do not subject people at the University to any form of harassment or behaviour that breach University policy on appropriate conduct in the workplace.

Noise
The contractor must take steps to minimise noise at the work site. Care should be taken to use construction equipment fitted with noise suppressors. Any work involving noise exceeding the national level of 85A decibels must have signs installed to warn others in the vicinity of the hazard. All contractors working in the area must provide and wear adequate hearing protection.

The use of personal music, radio emitting equipment and loud hailers are not permitted on site.

Children
Under no circumstances are contractors, sub-contractors or their employees allowed to bring children onto a University work site.

Pets
Under no circumstances are contractors, sub-contractors or their employees allowed to bring pets into the University property.

Offensive language
It is inappropriate in an educational setting for anyone to swear, curse or talk too loudly in the vicinity of University staff and students who are working or studying.

Privacy in residential areas
Contractors must seek approval from administration offices of colleges before entering. Please respect the privacy of residents in these areas.
6. Emergency, incident and injury procedures

Emergency contacts
In the event of an emergency dial the UWA Emergency Number on 6488 2222.

Evacuation
Contractors, sub-contractors and their employees working in the University’s buildings and in other areas are required to be familiar with established emergency procedures. Contractors must respond to all emergency alarms and follow instructions provided by authorised staff and attending emergency services personnel.

Contractors, sub-contractors and their employees must report all matters which may affect the safety and health of people to Security through the UWA emergency number by phoning 6488 2222.

If required by the contract, contractors must prepare local work site emergency procedures in consultation with the nominated officer. This would normally form part of the safety management plan for the works.

Reporting hazards, incidents, injuries and near misses
The contractor is responsible for reporting and recording incidents and injuries that occur on the work site in accordance with statutory provisions and University policy.

All incidents must be reported to campus management contractor administration or campus management safety officer. Incidents must also be recorded on either the contractors own incident/injury report form or the UWA incident/injury report form and then forwarded to UWA safety, health and wellbeing.

The contractor, nominated officer and/or another UWA Representative (such as a UWA health and safety representative) will investigate the incident/injury so that recommendations for corrective/preventive measures can be determined and implemented. The incident/injury report is to be signed off by the contractor and a copy of the completed report provided to the nominated officer who will forward it to UWA safety and health.

The contractor, supervisors belonging to the contractor, nominated officers and University managers have the responsibility to report significant incidences to senior managers. The incident/injury report form assists in the prevention of injuries and addresses any causing factors.

Please note that there are additional mandatory legislative requirements for the reporting of incidents/injuries involving electricity (including electric shock). Electric incidents and shocks must be reported immediately to either the technical officer electrical on 6488 5917 or to the electrical supervisor on 6488 2016 who will advise the relevant
authorities and UWA safety, health and wellbeing.

**Notifiable injuries and diseases**

As stipulated in the WA Occupational Safety and Health Act, the University and the contractor must report certain injuries to WorkSafe WA. These include but not limited to:

- a fracture of the skull, spine or pelvis
- a fracture of any bone in the arm (other than in the wrist or hand) or in the leg (other than a bone in the ankle or foot)
- amputation of an arm, a hand, finger, joint, leg, foot, toe or toe joint
- loss of sight in an eye
- where, because of an injury, the employee is unlikely to work within 10 days of the day the injury occurred.

**First aid**

Should first aid assistance be required please contact your work site first aid officer, manager or supervisor immediately. If they are unavailable please contact security on 6488 2222. The contractor is responsible for providing first aid at the worksite in accordance with the Occupational Safety and Health Regulations 1996.

During normal working hours the UWA medical centre can (at a cost) treat minor injuries incurred by contractors and their employees and provide interim assistance for more serious injuries. The medical centre can be contacted on 6488 2118 and is located on the second floor in the South Wing Guild Village, building 329.

Where there is a requirement for an ambulance, fire brigade or police attendance at the University the contractor should phone Security on 6488 2222.

All UWA security and Unipark staff are senior first aid qualified. The security vehicles carry a first aid kit, defibrillator and medical oxygen and staff are trained in their use.
### Phone numbers

For external or mobile phone lines use the prefix 6488

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<th>Service</th>
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<tr>
<td>Emergency</td>
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<td>Security</td>
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<td>Equity and Diversity</td>
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### Campus Management

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<td>Sustainable Initiatives</td>
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### University contact in case of an emergency

6488  2222